

**FILED**

*Records 6*  
*1/11*

**RECORDS SERVICES DIVISION**

11 May 1954

**MEMORANDUM FOR:** Management Staff, DD/A  
**ATTENTION:** Records Management Division  
**SUBJECT:** Vital Materials

Following a review of the records series maintained by the Office of the DD/I, it has been determined that only the NSC Current Policy Notebook should be deposited as Vital Materials at this time. Arrangements have been made for the preparation of Autostat copies and for bi-weekly transmittals through the Executive Registry.

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Executive Assistant to DD/I

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